

# **Police Sergeant Job Description**

## **Definition:**

Front-line public safety work to include the operations of the Police Department; all other related work as required.

## **Supervision:**

- Works under the direction of the Police Chief.

## **Job Environment:**

- Operates as a member of the Town's Police Department, meeting with the Police Chief to assure their understanding of public safety challenges and Police Department plans, routines, and procedures.
- Work is performed in office, automobile, and outdoors with exposure to various weather conditions and the hazards associated with police and public safety work, with exposure to the possibility of personal injury or even death.
- Has frequent contact, requiring perception and discretion, with other Town officials, the courts, attorneys, other police departments, and officers, local, State, and Federal agencies; and with the general public.

## **Essential Functions:**

- Maintains communication with the Police Chief regarding any significant deviations from routine, or any noteworthy problems, issues, or successes. As requested by the Police Chief, advises the Police Chief concerning unusual developments.
- Assures proper handling and custody of property, and information received by the Department.
- Operates motor vehicles, weapons, and departmental equipment, following prescribed safety and preventive maintenance procedures.
- Performs Essential Functions of a Lanesborough Police Sergeant (as described in the Attachment) and other similar or related duties as required or as situation dictates.

## **Physical Requirements:**

This position requires constant moderate-to-strenuous physical effort. Frequently requires moving (push, pull, lift or carry) of objects of varying weights. Work is performed under varying weather conditions.

## **Recommended Minimum Qualifications:**

### **Education and Experience:**

Minimum requirement of High School Diploma. College degree, Military experience or prior Law Enforcement experience preferred. Valid Driver's License and ability to legally possess firearms. Successful completion of required Massachusetts Criminal Justice training programs.

### **Knowledge, Ability and Skill:**

Readiness and ability to operate as a leader of the Town's Police Department. Comprehensive technical and practical knowledge of police work, weapons, and equipment.



Lanesborough Police Department  
Chief Timothy C. Sorrell  
P.O. Box 1560, Lanesborough, MA 01237  
413-443-4107 - Fax 413-442-9078  
[Police.chief@lanesborough-ma.gov](mailto:Police.chief@lanesborough-ma.gov)

## SUMMARY:

Listed below are the Sergeants responsibilities and duties as prescribed by the Chief of Police.

Subject to the direction and control of the Chief of Police, the Sergeant is responsible for the direct supervision and control of all the officers and is responsible for their efficiency and effectiveness. The Sergeant will also perform various functions relating to the administration and operation of the department as directed by the Chief of Police.

In the absence of the Chief of Police, the Sergeant will oversee the day to day operation of the Lanesborough Police Department and the supervision of its police officers, subject to any limitations set by the Chief of Police. The Sergeant will make no decision that supersedes one previously made by the Chief of Police.

## GENERAL DUTIES AND RESPONSIBILITIES:

It is the duty and responsibility of the Sergeant to:

1. Carry out orders from the Chief of Police and communicate those orders to the police officers of the Lanesborough Police Department, which affect them.
2. Account for and report the actions and omissions of those under the Sergeant's supervision.
3. Be accountable for the evidence collected, stored and tested.
4. Participate and attend training programs for Supervisors / Sergeants.
5. Shall perform patrol duties.
6. The Sergeant shall strive to create and maintain a high degree of morale among the Officers of the Lanesborough Police Department.
7. Exercise diplomacy, tact and personal knowledge in handling situations arising between the Lanesborough Police Department and the public.
8. The Sergeant shall conduct himself/herself in a professional manner and avoid jeopardizing the integrity of the Lanesborough Police Department, the Officers or the Chief of Police.
9. Bring to the attention of the Chief of Police any violations of the Policies and Procedures or Rules and Regulations of the Lanesborough Police Department that may jeopardize the safety of the public, the Officers of the Lanesborough Police Department or that may jeopardize the integrity of the Lanesborough Police Department, its Police Officers or its Chief of Police.
10. The Sergeant will be available after hours for assistance and questions from the Officers of the Lanesborough Police Department concerning work related issues.
11. The Sergeant shall notify the Chief of Police in a timely manner regarding serious departmental or personal issues of concern.